

**Eastbourne Neighbourhood Board
Full Board Meeting #8**

05 September 2025 at 14.00hrs

Teams

Present:

Cllr Penny DiCara (PD)	East Sussex County Council
Richard Garland (RG)	Board Member, Chair
Mark Holland (MH)	Board Member
Loretta Lock (LL)	Board Member
Lisa Rawlinson (LR)	Eastbourne Borough Council
Joanne Rogers (JR)	Board Member
Sarah Taylor DT096 (ST)	Sussex Police (representing Chief Inspector Evans)
Jim Mathieson (JM)	Board Member
David Wakefield (DW)	Board Member
Ben Mayer (BM)	Eastbourne Borough Council
Nicola Walker (NW)	Sussex PCC
Cllr Jenny Williams (JW)	Eastbourne BC (representing Stephen Holt)

Apologies & Distribution:

Josh Babarinde MP (JB)	Member of Parliament for Eastbourne
Katy Bourne (KB)	Sussex PCC
Catherine Clifford (CC)	Board Member
Alan Elder (AE)	EBS Consulting
Mark Evans, Chief Inspector (ME)	Sussex Police, District Commander
Cllr Stephen Holt (SH)	Eastbourne Borough Council (Leader)
Duncan Kerr (DK)	Board Member
Jessica Lelliott (JL)	East Sussex County Council (Transport SE)
Bryn Mabey (BM)	Eastbourne Borough Council
Simon Morris (SM)	Sussex PCC (representing Katy Bourne)
Dr Yusuf Samiullah OBE (YS)	Board Member
Mark Streater (MS)	Sussex PCC
Becky Shaw (BS)	East Sussex County Council

Meeting Notes and Actions

1. Welcome, Apologies and Introductions

RG welcomed the group to the meeting.

2. Interests of Members (Conflicts of interests)

No conflicts of interest were declared.

3. Meeting Purpose

To provide updates on Eastbourne Neighbourhood Board activities and plans, including economic strategy, communications, and ward engagement workshops.

4. Key Takeaways

- Economic strategy nearing completion, to be presented to board soon.
- Website, branding, and communications launch planned for September 15th.
- £110,000 allocated for ward priority workshops (£10k per ward + £20k for support).
- Regeneration plan submission deadline is November 28th.

5. Governance & Strategy Update

LR updated the board regarding the capacity spend to date, as well as the commitments made:

- £48,263.60 spent from £450,000 capacity funding
- £181,182.60 total spend plus commitments (this includes the £90,000.00 committed to the 9 wards for capacity and public realm interventions.
- £268,817.40 remaining from capacity funding.
- These spends do not include the cost of email management agreed later in the meeting.

Confirmation was provided to the board that capacity funding could be spent on physical intervention works on the basis that it encourages communities to come together and is aimed at public realm improvements such as cleaning, painting, security, litter, gardening etc.

BM provided an update on the Economic Strategy report being prepared by Marshal Regen:

- Final version expected within 2 weeks.
- It will inform Plan for Neighbourhood programme and development of other local strategies and plans.
- The focus is on clusters, innovation, skills, and inclusive and sustainable growth
- Business survey highlighted a number of concerns, including declining support, rising costs, and workforce/skills issues.

The final draft will be circulated to the wider board before publication, and it will eventually be launched by the Neighbourhood Board via the website and engagement presentations/workshops.

The board were reminded of the final submission date for the Regeneration Plan (10-Year Vision 4-Year Investment Plan) as noon on 28th November 2025. The board received a written update from YS on the latest strategy working group.

6. Communications & Engagement Update

- RG provided an update to the board regarding the Zencity data pack and survey results. This had been distributed to the board prior to the meeting.

DW provided the board with an update on communications and branding:

- DW presented screenshots of the new Website, logo, and branding designs. Where not carried out F2F, the website would be the focus of all the boards/ fund activities and feedback.
- A link to the finished Podcast was provided.
- A comms strategy has been written in conjunction with PRG and will be managed by the working group.
- A full launch is planned for September 15th.
- PRG will continue to support with communications strategy and materials at least until the end of this calendar year.

A number of observations were made with regards to the website:

- There is a need to ensure the website is clearly for the Neighbourhood Board and the £20m funding and not trying to be something else that may create confusion for the reader.

- Suggested that a version of the logo would benefit from having the words 'Eastbourne Neighbourhood Board' with it, as there is a danger that our branding is a tagline and not the actual brand. This should be replicated on the collateral as well, cards, posters, email sign-off etc.
- Also, to double check that we are using the correct Gov't branding on all comms material.

DW to review observations with PRG.

JM provided an update to the board regarding email addresses for the non-statutory members of the board. This would ensure good governance and ensure the board members roles could remain distinct from their personal and work emails:

- Proposal to implement Microsoft 365, shared email addresses, and document storage.
- Cost: £70.20 + VAT per month for non-statutory board members.
- Fathom would continue to be used for meeting notes, centralised signature management.

The board agreed to the monthly cost of £70.20 plus VAT per month for setting up and hosting the respective email accounts. This would be a minimum commitment of 12 months, upon which it would be reviewed.

RG confirmed the following comms and engagement activities:

- RG to present a board update to the Cllrs on 10th September.
- The Foodbank's 'Eastbourne Together' event on 11th September.
- RG interview with 'Eastbourne Reporter' on 17th September.

The board discussed the proposed Ward Participation Workshops, planned across all 9 wards, and that these are a priority for engagement. These would take place from mid-late September in order for there to be time to include feedback within the Regeneration Plan, RG Confirmed:

- £10,000.00 allocated per ward for public realm improvements.
- £20,000.00 allocated for the support of these workshops (venues, advertising, refreshments, transport etc).
- Importantly these workshops would be integrated into the ward's existing forums and meetings, but it is hoped a wider audience could be reached.
- It was agreed that a PCSO for the wards should be invited to these meetings.

7. Other Strategies and Engagement Activities

- It was agreed that the Citizen Questionnaire would be reviewed ready for a link to be provided on the website and for paper versions to be made available at the Ward Workshops.
- Consideration for a blue-green audit of town's open spaces, to be aligned with existing green infrastructure studies, is under consideration. It was agreed that momentum should be maintained, and this would be explored further.
- MH offered to lead this study with support from JR and LL.
- The board continued to feel that a Tourism Strategy for Eastbourne is essential. This is being explored in conjunction with EBC, Towner (Seven Sisters Strategy) and Experience Sussex.
- Additional and new board membership was discussed. It was generally agreed that with the ongoing comms activities and regen deadline of 28th November so close the process for seeking new members and integrating them onto the board would be difficult. It was agreed that 2-3 new board members were required to reflect the Town's communities, and this would take place early in 2026. Announcements would be made nearer the time.

The next meetings are scheduled for:

- 9th January 2026 (Winter) – Review MHCLG and community feedback, funding requests and decision making process launch.
- 10th April (Spring) – funding programme launch.

Actions (Open)

Ref	Action	Status	Owner	Date
1.00	Website Design & Branding.	DW to review observations with PRG.	DW	12/09
2.00	Email Accounts.	JM to lead on launching email addresses for the non-stat board members.	JM	12/09
3.00	Ward Workshops.	RG to present to Cllrs on 10/09. Engagement Group to meet to confirm support and collateral, including PCSO support.	RG/Working Group	19/09
4.00	Blue/ Green Strategy.	MH/JR/LL to begin drafting brief for strategy.	MH	01/11
5.00	Seafront strategy funding request.	ST to provide details of the aim of the requested funding for board to consider. With ST.	ST	01/11
6.00	Citizen questionnaire.	MH/JR to review the questionnaire, for launch via website and at workshops.	MR/JR	15/09
7.00	New Citizen Project.	JB and RG met with NCP founders to discuss how they may be able to assist. RG to provide a brief for strategic project design and impact framework.	RG	01/11
8.00	Youth Board	DW continues to work with Eastbourne Head Teachers Group regarding Youth Board and 'Beach School' idea.	DW	01/10
9.00	Consultant Support.	Maintain contact with AE with a commitment for support as required.	RG/YS/LR	01/11
10.00	Eastbourne Foodbank.	September Conference event fully booked. ENB will be present and possible pop-ups and update can be provided.	RG	11/09
11.00	Presentation.	RG to develop a presentation that can be used at events etc. Accompanied by a script.	RG	12/09
12.00	Strengthening the Board.	MHCLG have suggested the board adds additional community members to its ranks.	RG	01/2026